

FAQ for DD2345

What is the purpose of United States (U.S.)/Canada Joint Certification Program (JCP) certification?

JCP certification establishes the eligibility of a U.S. or Canadian contractor to receive technical data governed, in the U.S., by [Department of Defense \(DOD\) Directive 5230.25](#) and, in Canada, by the [Technical Data Control Regulations \(TDCR\)](#).

Why is certification required?

Certification is required for United States (U.S.) or Canadian contractors who wish to obtain access to unclassified technical data disclosing militarily critical technology with military or space application that is under the control of, or in the possession of the U.S. Department of Defense (DOD) or the Canadian Department of National Defence (DND).

Who assigns and maintains certification numbers?

The United States (U.S.)/Canada Joint Certification Program (JCP) located at the DLA Logistics Information Service in Battle Creek, MI is the only authorized source of certification numbers.

Is there a fee for certification?

No, at this time, there are no associated fees related to the assignment/maintenance of certification numbers.

How do I get a certification number?

Contractors must submit a [DD Form 2345](#) to the United States (U.S.)/Canada Joint Certification Office, along with a copy of:

- The company's State/Provincial License
- Incorporation Certificate
- Sales Tax Identification Form
- Any other documentation that verifies the legitimacy of the company.

Where do I send my completed [DD Form 2345](#)?

Send your completed form, by mail or courier, to the address indicated at the top of the DD Form 2345:

U.S./Canada Joint Certification Office
DLA Logistics Information Service - VBA
Federal Center, 74 Washington Ave., North
Battle Creek, MI USA 49037-3084

Can I fax or email my completed [DD Form 2345](#)?

No, we have been informed by our legal advisor that an original signature is required and therefore we need the original signed copy. Fax or email copies are not accepted.

How long does it take to process my [DD Form 2345](#)?

Times for processing DD Form 2345 applications fluctuate depending on delivery method to our office and the volume of applications received. Processing applications may take longer during peak periods. The complexity of routine verifications and checks may lead to delays especially if there are problems with the application, e.g. incomplete or incorrect information. Such times can vary depending on workload and occasional unforeseen circumstances. Our objective is to review your application as quickly as possible and return it to you in the shortest possible time period.

Note: Forms with incomplete or incorrect information results in further processing delays for all applications.

How can an enterprise determine if it already has a Commercial and Government Entity (CAGE) Code?

By searching for the company name using the [Business Identification Number Cross reference System](#) (BINCS).

How does a United States (U.S.) company obtain a Commercial and Government Entity (CAGE) Code?

By registering in the [System for Award Management \(SAM\)](#) U.S. companies will automatically be assigned a CAGE Code for the physical address recorded in the SAM.

How does a Canadian company obtain a Canadian assigned North Atlantic Treaty Organization (NATO) Commercial and Government Entity (NCAGE) Code?

By completing and submitting the [Canadian NATO CAGE Code request form](#).

How do I update or correct the information in my existing certification?

Complete, sign and forward a revised [DD Form 2345](#) to:

U.S./Canada Joint Certification Office
DLA Logistics Information Service - VBA
Federal Center, 74 Washington Ave., North
Battle Creek, MI USA 49037-3084

Note: In Block 1, Type of Submission, check box "b" for Revision. For company name or address changes, include supporting documentation.

What is a Directly Arranged Visit (DAV)?

The United States (U.S.) and Canada have agreed that the Joint Certification Program (JCP) certification process can be used to facilitate visits to U.S. or Canadian military installations that involve access to unclassified technical data.

Activities intended to be covered through the DAV process include:

- Procurement activities such as pre-solicitation conferences
- Discussions related to unclassified solicitations
- Collection of procurement unclassified documents (RFQ's, RFP's, bid sets, etc.)
 - Performance of an unclassified contract
 - Scientific research, in a professional capacity, in support of unclassified U.S. or Canadian defense initiatives
 - Attendance at restricted meetings, conferences, symposia, or program briefings where technical data governed by [Department of Defense \(DOD\) Directive 5230.25](#) or Canadian [Technical Data Control Regulations](#) (TDCR) will be presented

How do I obtain assistance if my question is not addressed above?

By contacting the Joint Certification Office at 1-800-352-3572 or jcp-admin@dla.mil.